

DHS Financial Training

February 21, 2012

VR FACES ☺ Payment Processing

- CPT Codes
 - Obtaining a Rate for a CPT Code
 - Procedures to Identify Rate
 - Appendices (handout)
 - A: Physician Nonlaboratory Procedures
 - B: Physician Laboratory Procedures
 - C: Medicare Physician Fee Schedule
 - D: Medicare Durable Medical Equipment, Prosthetics, Orthotics and Supplies
 - E: DRS/SBVI Rate Table
 - G: Medicaid Fee Schedule for Facility Fees
 - Main Frame SW95
 - Navigating Mainframe (demo)
 - Common VR FACES Issues (handout)

Invoice Processing (not FACES ☹)

- Voucher Check List (handout)
 - Coding Structure Review
 - Annual Coding Changes
- Vendor Numbers
 - Existing
 - New W-9
- Travel Vouchers
 - What Form – Excel File (example)
 - How to Complete
 - Where to Send
- Direct Billing
 - Procedure and Approval
- Customer Service
 - Vendor Self Service <http://bfm.sd.gov/vendor/index.asp> (demo)
- State Auditor's Office Handbook Review Revised 2011 (handout)
 - Pitfalls
 - POV Mileage
 - Purchase of Books, CDs, DVDs